

# SEND D

Southeast Nebraska Development District

[www.sendd.org](http://www.sendd.org)

MAIN OFFICE  
2100 Fletcher Ave, Ste. 100  
Lincoln, NE 68521  
Office: 402-475-2560  
Fax: 402-475-2794  
[dtaladay@sendd.org](mailto:dtaladay@sendd.org)

HUMBOLDT OFFICE  
PO Box 308, Humboldt, NE 68376  
Office: 402-862-2201

**TO:** SENDD Board of Directors  
**FROM:** David R. Taladay, Executive Director  
**SUBJECT:** Meeting Notice and Agenda  
**DATE PREPARED:** September 8, 2016

## MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, SEPTEMBER 15, 2016. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the COUNTRY INN & SUITES AT 5353 No. 27<sup>th</sup> St. in Lincoln. NOTE: Change to the location for this meeting. A map is attached. We will have the meal catered to the room by the adjacent Beacon Hills Restaurant. Parking will be to the south of the building at the lower level-east conference room. Wifi access will be available.**

The business meeting is scheduled to begin at **approximately 7:00 p.m.** A current copy of the agenda is available for public inspection each workday, from 8:00 a.m. to 5:00 p.m., at SENDD's Lincoln office, 2100 Fletcher Ave, Ste. 100, Lincoln, NE 68521. The SENDD Board of Directors reserves the right to go into executive session in accordance with Section 84-1410.

### Note to Board of Directors

Providing you have a conflict with this meeting date and will be unable to attend, **please** contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

## BUSINESS MEETING

### **I. CALL TO ORDER (Approximately 7:00 P.M.)**

- A.** Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the **Open Meetings Act** is posted in the meeting room and is available for viewing by the public.
- B.** **Roll Call:** Taken by registration of members in attendance with introduction of all members.
- C.** **Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

**Pat Coldiron Resignation:** Pat Coldiron has sold her place in Seward and will be moving out of the SENDD district. Thus she has submitted her resignation from the SENDD Board of Directors, where she was serving as a Non-Governmental Representative. **Formal action is requested.**

**Filling of Open SENDD Board Member Vacancies:** Due to the recent resignation, SENDD currently has one Non-Governmental Representative position to fill on the SENDD Board of Directors. One potential partner has indicated a willingness to serve on the SENDD Board of Directors to fill this vacant position:

**Brook Aken (Omaha Public Power District):** Brook Aken is an Economic Development Coordinator with Omaha Public Power District (see attached bio). Brook would occupy a vacant Non-Governmental Representative position on the SENDD Board of Directors. This position term would end on June 30, 2017. **Formal action to accept Ms. Aken's nomination as a SENDD Board member is requested.**

## II. MINUTES

- A. Minutes of the August 18, 2016 SENDD Executive Committee Meeting are enclosed with this notice/agenda. Minutes of the September 6, 2016 Special SENDD Executive Committee will be distributed prior to the meeting. **Approval of the August 18, 2016 and September 6, 2016 Special Meeting of the SENDD Executive Committee minutes will be sought.**

## III. AGENDA ADJUSTMENTS

## IV. FINANCIAL

- A. **Check Registry Report:** The August 2016 Check Registry report is still being finalized. When completed this report will be distributed prior to the meeting. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** The final June 2016, July 2016 and August 2016 bookkeeping is still being finalized at this time. SENDD is waiting for the final financial adjustments from the auditors for 6-30-16. If available, a copy of the final June 2016, July 2016 and August 2016 revenue/expense reports will be distributed prior to the meeting. **A motion to accept the reports as presented and/or amended will be sought.**
- C. **HBE Presentation of SENDD Annual Financial Statements and Report of CPA:** Pat Meyer and Yan Xi of HBE Becker, Meyer, Love, LLP are scheduled to present the reports for the financial status of SENDD during the 2015-2016 Fiscal Year. A copy of the FY 2015-2016 draft financial statements will be distributed to the SENDD Board prior to the meeting. **Formal Action for acceptance of the reports will be requested.**
- D. **Lease Agreement for New SENDD Office:** On July 27, 2016 SENDD negotiated and entered into a five year lease with Lincoln North Creek, L.L.C. on a new office space. This office space is located at 2100 Fletcher Ave, Ste. 100 in Northwest Lincoln. Enclosed with the meeting agenda is a copy of the signed lease agreement. The Executive Director is requesting retroactive authorization to enter into this five year office lease with Lincoln North Creek, L.L.C. **Formal Action is requested.**
- E. **Contracts:** The Chair has requested the ability to have a consent vote to authorize the Executive Director to negotiate and enter into final contracts for the following proposed contracts between SENDD, organizations and/or communities/counties for services as identified. **Formal Action is requested.**

**Perennial Public Power District – USDA-RD REDLG RLF Administration:** Perennial Public Power District has previously received two separate grants from USDA-RD through the Rural Economic Development Loan and Grant (REDLG) program. These grants have established two separate revolving loan funds (RLF's) through repayment of initial REDLG ultimate recipient loans. Perennial Public Power has requested a proposal for SENDD to assist in Administration of the USDA-RD REDLG RLF. SENDD had proposed an annually renewing special services contract, with a maximum, not to exceed amount of \$5,000. The Executive Director is requesting authorization to negotiate and enter into a contract not to exceed of \$5,000 for administration of the Perennial Public Power District REDLG-RLF. **Formal Action is requested.**

- F. **Recommendation from Budget Committee for SENDD Budget 2016-2017:** Members of the SENDD Executive/Budget Committee met on May 26, 2016 (Executive Committee served as the Budget Committee) and undertook a process resulting in the development of a proposed budget for the SENDD Fiscal Year 2016-2017. With lack of quorum at the June 16, 2016 SENDD Board meeting, no action was taken on the budget at this meeting. A revised SENDD Budget for Fiscal Year 2016-2017 is being finalized and will be presented to the SENDD Executive/Budget Committee prior to the SENDD Board meeting. A review of the Budget Committee's report

documents (which will be distributed to the SENDD Board prior to the meeting) will be undertaken as follows:

1. Review of SENDD FY 2016-2017 Revenue Projections
2. Review of SENDD FY 2016-2017 Recommended Budget and Budget Comparisons

Following discussion, the Chair will seek the following motions:

**FY 2016-2017 Budget:** Motion adopting FY 2016-2017 Budget. **Formal Action is requested.**

## V. OLD BUSINESS

- A. **Executive Director Reports:** The Executive Director will report on the status of performance goals and other activities.
- B. **SENDD Certified Economic Development Strategy (CEDS):** SENDD staff have begun development of the new Comprehensive Economic Development Strategy (CEDS) for the 15 county district. An update on this process will be provided.

## VI. NEW BUSINESS

- A. **Election of SENDD FY 2016-2017 Officers:** During its meeting held on May 26, 2016, members of the SENDD Executive/Nominating Committee (Executive Committee served as the Nominating Committee) developed a slate of nominees to serve as officers during the 2016-2017 SENDD Fiscal Year. The slate of nominees that were agreed upon by the SENDD Executive Committee are as follows:
  - Chair: Lisa Hurley, York County Development Corporation (YCDC)
  - Vice Chair: Kurt Bulgrin, York County
  - Secretary: Tim McDermott, Saline County
  - Treasurer: Cheryl Brandenburgh, Black Hills Energy (BHE)

This slate of nominees was brought before the Full SENDD Board on June 16, 2016. With lack of quorum at that meeting, no action was taken. The Chair will also seek nominations from the floor. Following the close of nominations, the Chair will seek a motion to close nominations and entertain a motion to either hold a ballot vote or approve the slate of officers as presented by the Nominating Committee. **Formal Action is requested.**

## VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter:** September 2016 Newsletter is in process.
- B. **Southeast Nebraska Resource Network Meeting (SERN):** A meeting of the Southeast Nebraska Resource Network (SERN) was held on August 25, 2016 in York. Enclosed with the agenda are the minutes of that meeting.
- C. **SENDD Membership and Housing Dues Requests FY 2016-2017:** Staff report on status of membership and housing dues requests to SENDD counties and communities for FY 2016-2017.
- D. **Statewide Housing Consortia:** The next meeting of this group is scheduled for September 19, 2016. A brief update on the progress to date will be provided.
- E. **Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET):** An impromptu meeting was held on August 15<sup>th</sup> in Falls City during the scheduled Town Hall

session. At this meeting a set of upcoming activities were outlined. SENDD staff will provide a brief report on this process.

- F. **Nebraska Business Credit Collaborative Meeting:** SENDD staff attended the first quarterly Nebraska Business Credit Collaborative meeting held on August 19<sup>th</sup> at the Federal Reserve Bank in Omaha. A brief report will be provided.
- G. **NROC 4<sup>th</sup> Annual Training Conference:** Some SENDD staff will be attending the 4<sup>th</sup> Annual NROC Training Conference in Kearney on September 7-8, 2016. Enclosed with the meeting notice is the brochure with conference agenda.
- H. **MINK Meeting:** The next MINK meeting is scheduled for September 29, 2016 in Falls City, NE. SENDD staff plan to be in attendance at this meeting.
- I. **Future SENDD Board Meetings:** The next SENDD Executive Committee meeting is scheduled for October 20, 2016. The next Full SENDD Board meeting is scheduled for January 19, 2017.
- J. **Executive Session Meeting:** With legal counsel to protect the public's interest.
- K. **Executive Session Meeting Regarding Personnel Matter:** Evaluation of job performance.

VIII. **ADJOURNMENT**